|  |  |
| --- | --- |
| A picture containing drawing  Description automatically generated | **Expense form - Interim Report** |

|  |  |
| --- | --- |
| **TEAM LEADER:** | **DATE:** |
| **TEAM MEMBERS:** |  |
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| **A. TRAVEL** | Car km @ 45¢ / km. | $ |  |
|  | Parking | $ | **TOTAL A $** |
| **B. RELEASE TIME (All documentation must be attached)** |
| **Name:** | **Date:** | **Amount:** |
| 1. |  | $ |
| 2. |  | $ |
| 3. |  | $ |
| 4. |  | $ |
| 5. |  | $ |
|  |  | **TOTAL B $** |
| **C. RESOURCES (All receipts must be attached)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL C $** |
| **D. OTHER EXPENSES (All receipts must be attached) (Provide details)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | **TOTAL D $** |
|  |  |  |
| **GRAND TOTAL** | **$** |

|  |  |
| --- | --- |
| A picture containing drawing  Description automatically generated | **Expense form - Final Report** |

|  |  |
| --- | --- |
| **TEAM LEADER:** | **DATE:** |
| **TEAM MEMBERS:** |  |
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| **A. TRAVEL** | Car km @ 45¢ / km. | $ |  |
|  | Parking | $ | **TOTAL A $** |
| **B. RELEASE TIME (All documentation must be attached)** |
| **Name:** | **Date:** | **Amount:** |
| 1. |  | $ |
| 2. |  | $ |
| 3. |  | $ |
| 4. |  | $ |
| 5. |  | $ |
|  |  | **TOTAL B $** |
| **C. RESOURCES (All receipts must be attached)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL C $** |
| **D. OTHER EXPENSES (All receipts must be attached) (Provide details)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | **TOTAL D $** |
|  |  |  |
| **GRAND TOTAL** | **$** |